Lexmark™ X342 Quick Reference

Loading paper and specialty media

Loading paper in the paper tray

1 Remove the paper tray.
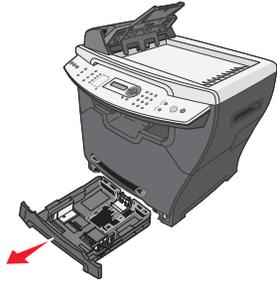
2 Holding the tray on a stable surface, press the guide lock, and slide the rear guide until it locks at the paper length you want.

3 Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface.

4 Load the paper with the print side facing down.
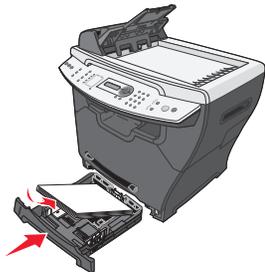
5 Make sure the paper is below the maximum fill lines on the left inside wall of the tray.

6 Squeeze and adjust the paper guides until they lightly touch the side of the stack of paper.
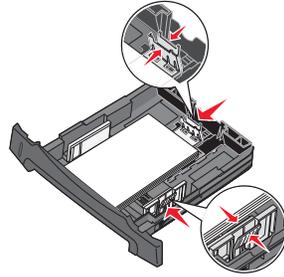
7 Close the paper tray.

Loading paper in the manual feeder

1 Make sure:

* You use paper designed for laser printers.
* The paper is not used or damaged.
* If you are using specialty paper, you follow the instructions that came with it.
* You do not force paper into the MFP.
* Set the correct paper type and size in the control panel, or using the computer.

2 Place a single sheet of paper face-up with the leading edge first into the center of the manual feeder, and adjust the paper guides to the paper width.

The MFP automatically engages the print media.
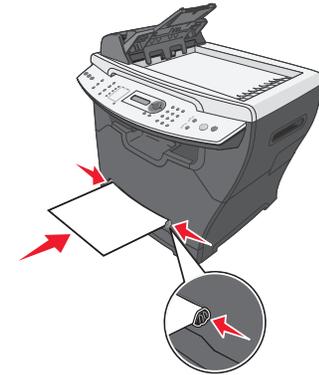
Copying

Making a copy

1 Load the original document face-up into the ADF or face-down on the scanner glass.

2 From the control panel, press **Copy**.

3 Enter the number of copies you want to print.

4 Press **Start**.

Copying multiple pages onto a single sheet (Paper Saver)

The Paper Saver feature lets you copy consecutive pages of a multiple-page document on a single sheet of paper.

1 Load paper.

2 Load the original document face-up into the ADF or face-down on the scanner glass.

3 From the control panel, make sure Copy mode is selected.

4 Under Copy, press **Options**.

5 Press ▲ or ▼ repeatedly until `Paper Saver` is selected, and then press √ .

6 Press ▲ or ▼ repeatedly until the setting you want to use is selected.

> **Note:**
>
> - 2-Up—Prints two copied documents on a page.
> - 4-Up—Prints four copied documents on a page.
> - Off—Prints one copied document on a page.

7 Press √.

8 Press **Start**.

9 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished copying the number of pages you want to print in Paper Saver mode.

Faxing

Sending a fax

1 Make sure the MFP is on.

2 Load an original document face-up into the ADF or face-down on the scanner glass.

> **Note:** Do not load postcards, 4 x 6 cards, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

3 From the control panel, press **Fax**.

4 Enter a fax number, press **Speed Dial 1**, **2**, **3**, **4**, or **5**, or press **Phone Book** to select a number.

5 Press **Start**.

6 If prompted, press **1** (for yes) if you have more pages, or **2** (for no) if you have finished scanning the entire document.

Printing

Printing a document

1 Load paper.

2 With a document open, click **File → Print**.

3 Click **Properties**, **Options**, **Setup**, or **Preferences**.

4 Adjust the settings.

5 Click **OK**.

6 Click **OK** or **Print**.

Canceling a job from the printer control panel

If the job is formatting or already printing, press **Stop**.

Maintaining the printer

Replacing the toner cartridge

1 Press the access button on the left side of the MFP, and open the front cover.
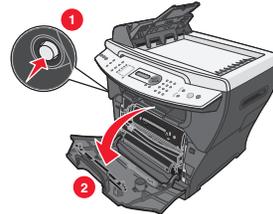
2 To remove the toner cartridge:

a Press the button on the print cartridge assembly.

b Remove the toner cartridge using the handle.
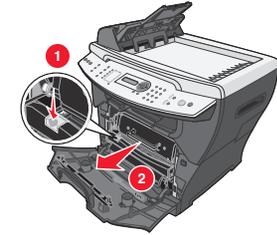
3 Remove the toner cartridge from the packaging, and gently shake four or five times to distribute the toner.

4 Gently slide the toner cartridge in until it locks into place.
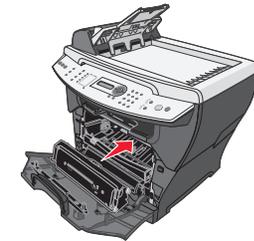
5 Close the front cover.
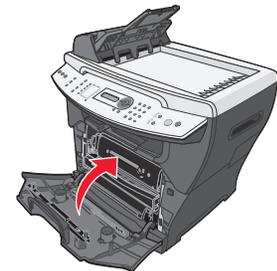
Replacing the photoconductor

1 Press the access button on the left side of the MFP, and open the front cover.
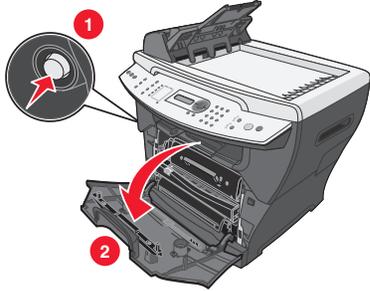
2 Pull on the handle to remove the print cartridge assembly.
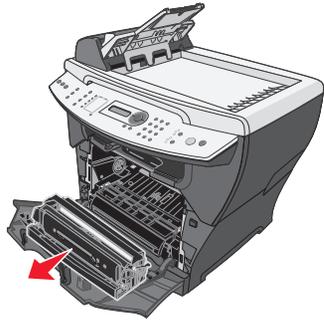
3 Place the print cartridge assembly on a flat, clean surface.

4 To remove the toner cartridge:

  a Press the button on the print cartridge assembly.

  b Remove the toner cartridge using the handle.
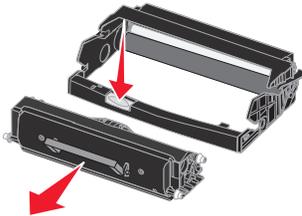
5 Unpack the photoconductor kit.

6 Install the toner cartridge into the new photoconductor.

Note: The toner cartridge *snaps* into place when correctly installed.
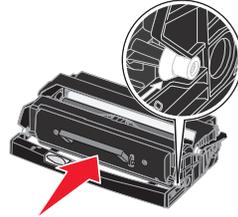
7 Reinstall the print cartridge assembly.

8 Press and hold **Stop** for three seconds to reset photoconductor recount.

9 Close the front cover.

Cleaning the scanner glass

1 Slightly dampen a soft, lint–free cloth or paper towel with water.

2 Open the top cover.
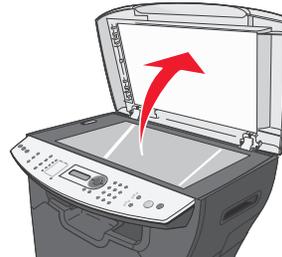
3 Wipe the surfaces of the scanner glass and ADF until they are clean and dry.

4 Wipe the underside of the white top cover and white sheet until it is clean and dry.

5 Close the top cover.

Cleaning the outside of the MFP

Wipe the outside surface of the MFP with a soft, clean, lint–free cloth. If you dampen the cloth slightly with water, be careful not to let any water drip onto or inside the MFP.

Cleaning the inside of the MFP

CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns.

Warning: While cleaning the inside of the MFP, be careful not to touch the transfer roller located under the toner cartridge. Oil from your fingers can affect print quality.

1 Turn the MFP off, unplug the power cord, and then wait for the MFP to cool down.

2 Open the front cover, and pull on the handle to remove the print cartridge assembly.
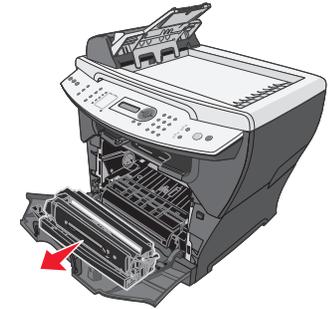
Warning: Do *not* touch the green photoconductor drum.

3 Place the print cartridge assembly on a clean, dry surface.

4 With a dry, lint–free cloth, wipe away any dust and spilled toner from the print cartridge area.
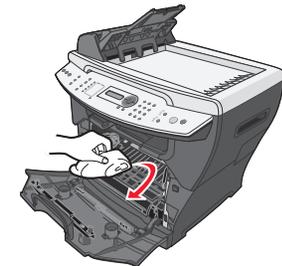
5 Reinsert the print cartridge assembly, and close the front cover.

6 Plug in the power cord and turn the MFP on.